

REPORTS INVENTORY

DDS/OTR/SUS-15

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

2. TYPE OF REPORT

☒ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

Annual Program Call: Budget Estimates

3. FUNCTIONAL AREA

PERSONNEL	2	TRAINING
LOGISTICS		SECURITY
MEDICAL	1	FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies) EA/TR, Chrono, MTF, AT

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING
YES ☐ IF YES GIVE ADP PROCESSING NO.
NO ☒

9. DIRECTIVE AUTHORITY REQUIRING REPORT
OPPB - Program Call-
Budget Estimates

Memo/worksheet

10. PREPARING COMPONENT (include lowest level contributing information to report)

C/SUS
(DC/SUS-MT)
(DC/SUS-AT/CTF)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
2 (MT and AT)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
15 (3)	12.80		50		640.00		1		640.00
14 (5)	11.00		28		308.00		1		308.00
13	9.10		8		72.80		1		72.80
12	8.00		3		24.00		1		24.00
7	4.50		4		18.00		1		18.00
6 (2)	4.00		6		24.00		1		24.00
5	3.60		1		3.60		1		3.60
4	3.20		1		3.20		1		3.20

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$1,093.60

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Basic input into Office, Directorate, and Agency budget systems regarding costs of conducting SUS programs for up-coming years.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
0	0

16. DATE OF INVENTORY

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140068-8

C/SUS

18. EXTENSION

STA

29 Sept 70